

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 1100CB

14 MARCH 2005

Manpower Standard

**COMBAT COMMUNICATIONS SQUADRON (CBCS)
ADMINISTRATIVE STAFF**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Maj B. Cotton)
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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Communications Squadron (CBCS) Administrative Staff function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. This standard applies to all Air National Guard (ANG) Combat Communications Squadrons with the exception of 114CBCS, 222CBCS, 224CBCS, 234CBCS, 244CBCS, and the 290CBCS. This standard does not apply to Combat Communications Groups. This standard does not apply to Combat Readiness Training Centers (CRTC's). This standard is applicable to peacetime operations only. The ANG is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the CBCS Administrative Staff function. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering (ANG/XPME/Operating Location TN [OLTN]), 3000 Handy Avenue, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. STANDARD DATA.

1.1. Approval Date: 14 March 2005.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation: $Y = 1 \text{ to } 4$ (Constant Manpower).

1.4. Workload Factor (WLF).

1.4.1. Title: A Military Authorization Supported.

1.4.2. Definition: The average monthly number of military authorizations supported.

1.4.3. Source: Unit Manpower Document (UMD) (34 Command File Part B) maintained by ANG Full Time Requirements (ANG/XPMR).

1.4.4. Points of Contact.

1.4.4.1. Functional: Lt Col James S. Hutchinson and Maj William Stegemerten, ANG/C4CC

1.4.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one to four authorizations depending upon the number of Drill Status Guardsmen (funded) authorized to the unit for the fourth fiscal quarter. Use the Manpower Table at Attachment 3 to determine required Air Force Specialty Codes (AFSC). No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AF - Air Force

AFCT - Air Force Classification Test

AFI - Air Force Instruction

AFMAN - Air Force Manual

AFSC - Air Force Specialty Code

AGR - Active Guard/Reserve

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

BMT - Basic Military Training

CAMS - Core Automated Maintenance System

CBCS - Combat Communications Squadron

CDC - Career Development Course

COTS - Commercial Off-The-Shelf

CRTC - Combat Readiness Training Center

FAC - Functional Account Code

MEP - Management Engineering Program

MPF - Military Personnel Flight (now Force Management Flight)

NGB - National Guard Bureau

OJT - On-The-Job Training

PME - Professional Military Education

PSI - Personnel Security Investigation

POD - Process Oriented Description

SAV - Staff Assistance Visit

SGLI - Serviceman's Group Life Insurance

SSF - Special Security File

STP - Security Technical Procedure

TCO - Test Control Office

TDY - Temporary Duty

UGT - Upgrade Training

UMD - Unit Manpower Document

UTA - Unit Training Assembly

WGM - Work Group Manager

WLF - Work Load Factor

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
COMBAT COMMAND ADMINISTRATIVE STAFF**

A2.1. Listing of Functional Processes.

| TASK NO. | PROCESS |
|-----------------|--|
| 1. | PERSONNEL: |
| 1.1. | PERFORMS PERSONNEL ADMINISTRATION. |
| 1.1.1. | MANAGES RESCHEDULED UNIT TRAINING ASSEMBLY (UTA) ATTENDANCE. |
| 1.1.2. | PROCESSES SELECTIVE RETENTION ACTION. |
| 1.1.3. | MANAGES PERSONNEL ACTION. Reviews and coordinates action; prepares appropriate form; updates applicable roster; and forwards to Military Personnel Flight (MPF). |
| 1.1.3.1. | MANAGES OFFICER APPOINTMENTS. |
| 1.1.3.2. | MANAGES RETIREMENT PACKAGES. |
| 1.1.3.3. | MANAGES DISCHARGE PACKAGES. |
| 1.1.3.4. | MANAGES DRUG TESTING PAPERWORK. |
| 1.1.3.5. | MANAGES AWARDS AND DECORATIONS PACKAGES. |
| 1.1.3.6. | MANAGES EXCESS/OVER GRADES. |
| 1.1.3.7. | COMPLETES HEADQUARTERS MONTHLY REPORTS. |
| 1.1.3.8. | MANAGES BASE MILITARY TRAINING (BMT) OUT-PROCESSING. |
| 1.1.3.9. | MANAGES RETENTION AND RECRUITING PAPERWORK. |
| 1.1.3.10. | COMPLETES UNIT RECALL ROSTERS/LETTERS. |
| 1.1.3.11. | COMPLETES PC III INPUTS (CHANGE OF ADDRESS, PHONE NUMBER, ETC.). |
| 1.1.3.12. | COMPLETES RECRUITER VACANCY REPORTS. |
| 1.1.3.13. | ADMINISTERS UNIT PERSONNEL FILES. |

| TASK NO. | PROCESS |
|-----------|---|
| 1.1.3.14. | COMPLETES DD FORMS 214, <i>CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY</i> , DD FORMS 93, RECORD OF <i>EMERGENCY DATA</i> , AND SERVICEMAN'S GROUP LIFE INSURANCE (SGLI), ETC. |
| 1.1.3.15. | HANDLES PAPERWORK FOR PERSONAL ISSUES FOR MEMBERS. MARRIAGE, DIVORCE, BIRTH OF CHILDREN, CHANGE OF ADDRESS AND PHONE NUMBER. |
| 1.1.3.16. | PREPARES PERSONNEL REPORTS FOR SUPERVISORS PROVIDING UPDATES ON MEMBER STATUS. |
| 1.1.3.17. | COORDINATES ASSIGNMENT ACTION WITH MPF. |
| 1.1.3.18. | COORDINATES DUTY STATUS CHANGE WITH MPF. |
| 1.1.3.19. | MONITORS PHYSICAL PROFILE CHANGE. Reviews, distributes, and files physical profile change. |
| 1.1.3.20. | VERIFIES EMPLOYMENT STATUS. Evaluates request and releases information when warranted. |
| 1.2. | MANAGES CAREER DEVELOPMENT. |
| 1.2.1 | PROCESSES REENLISTMENT/EXTENSION OF ENLISTMENT ACTION. Coordinates determination of retention suitability, prepares and/or indorses associated documentation, and forwards to appropriate agency. |
| 1.2.2 | PROCESSES PROMOTION ACTION. Reviews appropriate roster; verifies eligibility; prepares documentation; and forwards to MPF. |
| 1.2.3 | PROCESSES RETRAINING DOCUMENTATION. |
| 1.3. | MANAGES QUALITY FORCE ACTION. |
| 1.3.1 | PROCESSES NON-JUDICIAL ACTION. |
| 1.3.1.1. | PROCESSES CERTIFICATION OF LINE OF DUTY DETERMINATION. |
| 1.3.1.2. | PROCESSES LETTER OF INDEBTEDNESS. |
| 1.3.1.3. | PROCESSES LETTER OF REPRIMAND. |
| 1.3.1.4. | PROCESSES ADMINISTRATIVE DEMOTION. |
| 1.3.1.5. | PROCESSES OFFICER PERFORMANCE REPORT RATEE/RATER |

| TASK NO. | PROCESS |
|----------|--|
| | INFORMATION ROSTER. |
| 1.4. | PERFORMS UNIT PERSONNEL ADMINISTRATION (NON-UTA). |
| 1.4.1 | MANAGES PHYSICAL FITNESS PROGRAM. |
| 1.4.2. | ADMINISTERS WEIGHT CONTROL PROGRAM. |
| 1.5. | MANAGES SECURITY PROGRAM. |
| 1.5.1. | RECOMMENDS ACTION FOR SPECIAL SECURITY FILE (SSF). Reviews and evaluates individual's SSF and types letter to the Chief of Security. |
| 1.5.2. | PROCESSES AUTOMATED SECURITY CLEARANCE APPROVAL SYSTEM ROSTER. |
| 1.5.3. | PREPARES PERSONNEL SECURITY INVESTIGATION (PSI) DOCUMENT. |
| 1.6. | MANAGES DEPENDENT CARE PROGRAM. |
| 1.7. | MANAGES CONTINGENCY PROGRAM TO ENSURE READINESS OF ASSIGNED PERSONNEL. |
| 1.8. | PREPARES/DOCUMENTS UNIT INFORMATION. |
| 1.9. | PROCESSES UNIT PERSONNEL MANAGEMENT ROSTER, UNIT MANPOWER DOCUMENT, AND SUPPORT PERSONNEL MANNING DOCUMENT. |
| 1.10. | PROCESSES UNIT ROSTERS. |
| 1.11. | MANAGES UNIT MORALE AND WELFARE PROGRAM. |
| 1.11.1. | CONDUCTS UNIT RECOGNITION PROGRAM. Establishes selection criteria; solicits nomination; selects board members; schedules board; notifies nominee; convenes board; reviews recommendation; approves selection; prepares notification; and forwards to selected. |
| 1.11.2. | ESTABLISHES UNIT COUNCIL OR BOARD. Verifies eligibility; coordinates with appropriate personnel; prepares notification of appointment when required; appoints member; monitors output; and takes appropriate follow-up action. |
| 1.11.3. | MANAGES FAMILY SUPPORT PROGRAM. Plans and prepares agenda for Family Support Program meeting, arranges facilities, coordinates attendance, and prepares newsletter input. |

| TASK NO. | PROCESS |
|----------|---|
| 1.12. | UPDATES CORE AUTOMATED MAINTENANCE SYSTEM (CAMS). |
| 1.13. | MONITORS TRADITIONAL GUARDSMAN PROFICIENCY TRAINING. |
| 1.14. | PROCESSES MILITARY PAY. |
| 1.15. | ADMINISTERS AIR FORCE CLASSIFICATION TEST (AFCT). |
| 1.16. | UPDATES NON-FULL TIME PERSONNEL RECORDS. |
| 2. | ADMINISTRATION: |
| 2.1. | PREPARES/ARRANGES TRAVEL ORDERS AND LODGING. |
| 2.2. | MANAGES UNIT RECORDS MANAGEMENT PROGRAM. |
| 2.3. | MAINTAINS PERSONNEL TIME AND ATTENDANCE RECORD. |
| 2.4. | PERFORMS WORK GROUP MANAGER (WGM)/COMPUTER HELP DESK DUTIES. Helps unit personnel with computer problems to include unlocking system users. |
| 3. | FORMAL ENLISTED SPECIALTY TRAINING. |
| 3.1. | MANAGES CAREER DEVELOPMENT COURSE (CDC). |
| 3.1.1. | ENSURES ELIGIBLE AIRMEN ARE ENTERED INTO UPGRADE TRAINING (UGT). |
| 3.1.1.1. | NOTIFIES WORK CENTER SUPERVISOR WHEN CDC IS NOT AVAILABLE. |
| 3.1.1.2. | REMOVES INELIGIBLE AIRMAN FROM CDC TRAINING. |
| 3.1.1.3. | IDENTIFIES PERSONNEL A MINIMUM OF 30 DAYS PRIOR TO EXCEEDING MAXIMUM TRAINING TIME. |
| 3.1.1.4. | REVIEWS MONTHLY ENLISTED SPECIALTY TRAINING ROSTER. Reviews training roster for accuracy and returns corrected copy to MPF Training Manager. |
| 3.1.1.5. | REVIEWS CDC DATA INPUT INTO AUTOMATED PERSONNEL DATA SYSTEM, CORE AUTOMATED MAINTENANCE SYSTEM (CAMS), OR CDC COMPUTER PROGRAM. |
| 3.1.1.6. | PERFORMS CDC TEST CONTROL OFFICE (TCO) FUNCTION. Maintains |

| TASK NO. | PROCESS |
|-----------|---|
| | TCO account of controlled forms/tests. |
| 3.1.1.7. | ADMINISTERS END-OF-COURSE EXAMINATION. |
| 3.1.1.8. | REVIEWS CDC POLICY AND PROCEDURE CONCERNING ENLISTED SPECIALTY TRAINING INFORMATION. |
| 3.1.1.9. | PROVIDES ADVICE AND ASSISTANCE TO UNIT PERSONNEL CONCERNING CDC MATTERS. |
| 3.1.1.10. | MEETS WITH BASE, HOST, OR GROUP, TRAINING PERSONNEL TO REVIEW UNIT TRAINEE PROGRESSION. |
| 3.1.2. | MANAGES ON-THE-JOB (OJT) TRAINING. |
| 3.1.2.1. | MONITORS TRAINEE PROGRESSION. Monitors trainee's progress and identifies problem. Establishes and monitors upgrade suspense action. |
| 3.1.2.2. | PROVIDES ASSISTANCE. Provides assistance and makes recommendation to unit personnel on training matters. |
| 3.1.2.3. | OBTAINS TRAINING MATERIAL. Orders or develops formal training material. |
| 3.1.2.4. | PREPARES AF IMT 2096, <i>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</i> , AFFECTING AIR FORCE SPECIALTY CODE (AFSC) OR UGT STATUS. Ensures eligibility and completion of training requirement. |
| 3.1.2.5. | PREPARES UNIT TRAINING EVALUATION REPORT FOR USE OF EACH SUPERVISOR WITHIN UNIT. |
| 3.1.3. | MANAGES PROFESSIONAL MILITARY EDUCATION (PME), SPECIAL TRAINING, AND FORMAL SCHOOL (AFSC) TRAINING. |
| 3.1.4. | MANAGES TRAINING SCHEDULE. |
| 3.1.5. | PREPARES FOR AND TEACHES ENLISTED SPECIALTY TRAINING ADVISORY COURSE. |
| 3.2. | PERFORMS STAFF ASSISTANCE VISIT (SAV). |
| 3.3. | PERFORMS TRAINING INFORMATION MANAGEMENT. |
| 3.4. | MAINTAINS PERSONNEL TRAINING DATA. |
| 3.5. | MANAGES ANCILLARY TRAINING. |

| TASK NO. | PROCESS |
|----------|---|
| 3.6. | SUBMITS HIGHER HEADQUARTERS TRAINING REPORT. |
| 3.7. | MANAGES UNIT TRAINING. |
| 3.8. | INPUTS NEW PERSONNEL INTO COMPUTER DATABASE (PC III/CAMS). |
| 3.9. | TRACKS COMMERCIAL OFF-THE SHELF (COTS) RESIDENT SCHOOL ATTENDANCE. |
| 3.10. | ADMINISTERS SECURITY TECHNICAL PROCEDURE (STP) TEST. |
| 3.11. | COORDINATES TRAINING WITH CIVILIAN TRAINING SCHOOLS. |
| 4. | UTA PREPARATION. |
| 5. | INDIRECT. Work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup. |

Attachment 3

MANPOWER TABLE

A3.1. Standard Manpower Table.

| WORK CENTER Administrative Staff/FAC 1100CB | | Manpower Requirement | | | |
|--|-------|----------------------|----------|-----------|-----------|
| Air Force Specialty Title | AFSC | 0 - 50 | 51 - 100 | 101 - 400 | 401 - 700 |
| Education/Training Manager | 3S2X1 | 0 | 0 | 1 | 1 |
| Personnel/Craftsman | 3S0X1 | 1 | 1 | 1 | 1 |
| Information Management | 3A0X1 | 0 | 1 | 1 | 2 |
| Total | | 1 | 2 | 3 | 4 |

NOTE. AFSCs may be adjusted at the discretion of the Commander.